



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

May 2, 2019

To: NCDOT vendor's with Contract Management Purchase Orders (CMPO)  
From: Todd Honeycutt, Accounts Payable Manager  
Re: Invoice Processing for CM Invoices

To ensure that invoices are paid timely and accurately NCDOT Accounts Payable verifies the correct information is on the invoice before making payment. To validate the payment Accounts Payable verifies the vendor name, vendor remit to address, invoice date, and invoice/reference numbers. If the invoice is missing any information, there may be a delay in payment. Validating this information ensures that we are paying the correct vendor, allows for system checks in our accounting system, and assists vendors in accurately applying funds received.

Key invoice components verified to make payments to vendors:

- The vendor name on the invoice should match what NCDOT has on file.
- The remittance address on the invoice must match what NCDOT has on file (NCDOT may have both physical and remittance addresses on the vendor)
- The invoice number should be unique for each invoice submitted (repeating the same invoice number over on each PO or contract may cause errors and delays payment processing)
- Invoice numbers must not have more than 16 characters

If information is missing or incomplete on the invoice, there may be a delay in processing of the invoices. Please share this information with vendor's who submit CMPO invoices.

For questions please contact Missy Evans at 919-707-4297 or [mevans9@ncdot.gov](mailto:mevans9@ncdot.gov).

Thank you for your help and support.

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
ACCOUNTS PAYABLE  
1514 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1514

*Telephone:* (919) 707-4200  
*Fax:* (919) 733-9247  
*Customer Service:* 1-877-368-4968

*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
1 S WILMINGTON ST  
RALEIGH, NC 27699